

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 07/07/23	PREPARED BY: Margot Wilder
Meeting Date Requested: 07/18/2023	PRESENTED BY: Margot Wilder
ITEM: (Select One) Consent Agenda X Brought Before the Board Time needed: 10 minutes	
SUBJECT: Utilization of American Rescue Plan Act (ARPA) funds for a Retention Incentive for eligible front-line employees	
FISCAL IMPACT: Roughly 1.5 Million of ARPA funds	
BACKGROUND: Due to the challenges for competitive salaries and struggling to maintain adequate staffing levels it is the desire of the County to retain our hard working employees by providing a retention incentive. In order to provide an incentive for retention, the County would use up to 1.5 Million of the remaining ARPA funds to provide each eligible front-line employee a monetary payment. In order to receive the payment every eligible employee would sign the agreement to maintain employment at Franklin County for one year and in return would receive a one-time payment of \$5,000, subject to mandatory taxes and deductions. In the event an employee departs prior to one year they would pay back the retention incentive and it could be withheld from their final paycheck. Non-Eligible employees would be, Elected Officials, non-benefited employees, Deputy Prosecutors, employees retiring and any employee separating from Franklin County. The County will also provide eligible newly hired employees the retention incentive, from the signing of this resolution until September 30, 2023. Those eligible employees who are hired during that timeframe will have the same requirements as the current eligible employees.	
COORDINATION: Mike Gonzalez – County Administrator, Jeff Briggs – Senior Deputy Prosecuting Attorney, Margot Wilder – Interim HR Director	
RECOMMENDATION: The above parties recommend the Retention Incentive for the Franklin County front-line employees	
ATTACHMENTS: (Documents you are submitting to the Board) ASR – Resolution - agreement	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of party(s) that will need a pdf.) Original : Clerk of the Board Copy: Human Resources, Accounting Department (Auditor's Office)	

I certify the above information is accurate and complete.

Name:  Margot Wilder, Interim HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

**APPROVAL OF USE OF UP TO \$1,500,000 OF THE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS
FOR A ONE-TIME RETENTION INCENTIVE PAYMENT OF \$5,000 TO ELIGIBLE FRANKLIN
COUNTY EMPLOYEES**

WHEREAS, the County sees the importance of retaining the employees of Franklin County as there have been struggles in maintaining adequate staffing levels due to challenges for competitive salaries; and

WHEREAS, the County will use up to \$1.5 million of the ARPA funds to provide a one-time \$5,000 retention payment for eligible employees, minus any mandatory taxes and deductions, for remaining employed at Franklin County for one year; and

WHEREAS, in the event an employee departs prior to one year, they would pay back the retention incentive and it could be withheld from their final paycheck; and

WHEREAS, the County will offer any eligible new hire, from the signing date of this resolution to September 30, 2023, the same retention incentive as any current eligible employee; and

WHEREAS, non-eligible employees are Elected Officials, non-benefited employees, Deputy Prosecutors, employees retiring and employees separating from Franklin County; and

WHEREAS, the Board of Franklin County Commissioners deems the one-time \$5,000 retention incentive payment to eligible employees to be in the best interest of the County.

NOW, THEREFORE IT IS HEREBY RESOLVED the Board of Franklin County Commissioners approves the use of up to \$1,500,000 of ARPA funds for a one-time payment of \$5,000 to each eligible Franklin County employee who signs the agreement to maintain employment for one year or repay the money.

DATED this _____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board

Employee retention payment acknowledgement

The undersigned employee hereby agrees to receive a retention payment in the amount of \$5,000 under the following conditions:

The County's obligation to make payments may terminate in the event the Federal Government withdraws or suspends all or partial funding for the State Local Fiscal Recovery Funds Program.

I understand that the full amount of the retention payment must be repaid to the County if within one year of the date the payment is made, I voluntarily terminate employment or engage in behavior that makes termination of employment for good cause necessary.

I understand that the County can withhold the full or partial repayment of a retention incentive from my paycheck depending on availability of earnings to cover the repayment. I understand that acceptance of a retention payment may have tax implications for me, and necessary payroll deductions will be taken from the retention payment.

Signed this _____ day of _____ in Pasco WA.

Employee signature

Employee name printed